

Department of East Asian Languages, Literatures & Cultures (DEAL-LC)

How to Successfully Apply for Study Abroad and Transfer Study Abroad Credit

If you miss any of the steps described below, your credit transfer may be jeopardized.

To Begin:

1. Take the Education Abroad Workshop:

<http://educationabroad.virginia.edu/education-abroad-workshop>

2. Meet with the Language Program Coordinator of your chosen language for consultation about which courses to take and how many credits you can transfer.

3. **Open the appropriate study abroad application online**

(<http://educationabroad.virginia.edu/>). If you wish to apply for a program that is not listed on the UVA study abroad website, you must use the **Petition** application for that country. Keep in mind that outside programs through other universities or study abroad providers will require an application on their website as well. If you wish to meet with Ryan Hathaway (rch3p@virginia.edu), the Education Abroad Advisor for Asia at the International Studies Office (ISO), you can make an appointment with him at <http://educationabroad.virginia.edu/make-advising-appointment>. Some applications require an advising appointment, but not all do.

4. To obtain **prior approval** of courses for transfer credit programs, download the **Transfer Credit Approval Form** from within your application.

5. Fill out the above **form** and obtain the relevant Language Program Coordinator's signature for your language course(s). For any courses you wish to count towards the East Asian Studies major or minor, obtain the signature of the EAST program director.

6. Next, submit the signed form for **Abigail Holeman's signature** in 204 Monroe Hall. collegestudyabroad@virginia.edu Phone number: (434) 924-8870

7. Finally, deliver the signed form to the **ISO for their approval** as part of your program application, and complete the rest of your online application.

Once Abroad:

1. If no pre-approved course is available, contact **Abigail Holeman** by e-mail collegestudyabroad@virginia.edu for approval of electives. Contact the Language Program Coordinator for major/minor or foreign language credit immediately, and **forward the approval** to **Abigail Holeman** by e-mail.

Upon Returning from Study Abroad:

1. Sign up for a **Placement Test** in the language you have studied.
2. Have your **official transcript** sent to **Abigail Holeman**, University of Virginia, College of Arts & Sciences, P. O. Box 400133, Charlottesville, VA 22904-4133.

For further information on transferring language credits, consult the DEAL-LC Study Abroad Policy Guidelines in each Language Program on the department web page.